

INDIANA TRANSPORTATION ENHANCEMENT (TE) PROGRAM GUIDE

2007



APPLICATIONS DUE: April 15, 2007

Table of Contents

<1> What is the Indiana Transportation Enhancement Program?	3
<2> What kinds of projects are considered transportation enhancements?	3
<3> What are the typical project components?	3
Preliminary engineering (PE)	3
Right-of-way	3
Construction	4
<4> What monetary issues do the applicants need to consider?	4
Eligible Match.....	4
Land Donations	5
<5> How will the transportation enhancement program be managed?	5
<6> Who can apply?	5
<7> Application Process.....	6
<8> What are the Criteria for TE projects?	6
Pedestrian/Bicycle Facilities.....	6
Safety and Educational Activities for Bicyclists and/or Pedestrians	7
Acquisition of Easements for Scenic or Historic sites.....	7
Scenic or Historic Highway Programs.....	7
Landscaping and other Scenic Beautification.....	8
Historic Preservation.....	8
Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities (including historic railroad facilities and canals).....	9
Preservation of Abandoned Railway Corridors	9
Control and Removal of Outdoor Advertising.....	10
Archaeological Planning and Research	10
Mitigation of Water Pollution due to Highway Runoff and Reduced Wildlife Mortality	10
Establishment of Transportation Museums	10
<9> How will potential projects be selected for funding?	11
<10> What is the development time for a typical TE project?	11
<11> Whom do I contact if I have a question about the overall guidelines?	11
<12> To whom do I send five paper and one electronic copies of the completed application if I am not in an MPO area?	12
<13> To whom do I send a completed application if the project is inside an MPO area?	12
<14> Who do I contact if I have a question about TE outside an MPO area?	13
<15> If selected, what happens next?	14
<16> How do I acquire land for my project?	14

<1> What is the Indiana Transportation Enhancement Program?

A provision of the Inter-modal Surface Transportation Efficiency Act of 1991 (ISTEA) required states to set aside ten percent of their Surface Transportation Program (STP) funds for projects that enhance the existing transportation system. Each state has the flexibility to create a program to best suit its respective needs within the limits of the law. This program was continued and somewhat expanded in 1997 under TEA-21 (Transportation Equity Act for the 21st Century). The program continues unchanged under the new transportation bill SAFETEA-LU.

Based on Indiana's anticipated apportionment, approximately \$15 million in federal transportation funds could be available annually for enhancement projects through FY 2009. These funds can provide a **reimbursement** of no more than 80 percent of a project's eligible costs.

Transportation enhancements (TE) are transportation-related activities that are designed to strengthen the cultural, aesthetic, and environmental aspects of the Nation's multi-modal transportation system. The transportation enhancement program funds a variety of non-traditional projects, with examples ranging from the restoration of historic transportation facilities, to bike and pedestrian facilities, to landscaping and scenic beautification, and to the mitigation of water pollution from highway runoff. Maintenance, operations, & staffing costs are not eligible for TE funding.

Transportation enhancement funding is a cost reimbursement program and not a grant. At least 20 percent of a project's cost must be paid by the applicant. The authorized federal participation will be a fixed or "**capped**" amount; any costs above the authorized amount will be the responsibility of the project sponsor.

<2> What kinds of projects are considered transportation enhancements?

The following is a list of activities and facilities eligible for funding under the Transportation Enhancement (TE) Program.

1. Provision of facilities for pedestrians and bicycles
2. Acquisition of scenic easements and scenic or historic sites
3. Scenic or historic highway programs (including provision of tourist and welcome center facilities)
4. Landscaping and other scenic beautification
5. Historic preservation
6. Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)
7. Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bike pathways)
8. Control and removal of outdoor advertising
9. Archaeological planning and research
10. Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
11. Provision of safety and educational activities for pedestrians and bicyclists
12. Establishment of Transportation Museums

<3> What are the typical project components?

Preliminary engineering (PE) (80% reimbursable item if approved) Local share is 20%:

- Engineering & Design
- Environmental

Right-of-way/**Acquisition** (80% reimbursable item if approved) Local share is 20%

- Scope of work meeting to be held before any work is accomplished to ensure compliance with the INDOT Land Acquisition requirements.

- Right-of-way/Acquisition can be used as match.
- Please note that initiating agency pays 100% to property owners and then turns in claim for 80% reimbursement.

Construction (80% reimbursable item if approved) Local share is 20%

- The State will advertise for construction bids, award and make payments to the contractor. The State will request the 80% Federal funds and 20% local match to reimburse the contractor at the time of bid letting. The bid letting and this funding activity take place when all the above described activities have been accomplished.
- In some cases, for projects under \$50,000, the initiating agency may accomplish the work by Force Account Agreement. This is where the initiating agency would subcontract some of the work and use local forces on the rest. An agreement between the State and Local initiating agency must be executed to accomplish this.
- Construction engineering (CE)/supervision is required on all projects. It is important that this be factored into your budget and the appropriate supervision of the contractor is accounted for. This cannot exceed 15% of the Total Project Cost.
- Final Construction Record, which includes daily reports, material records, quantities for payment and documentation on the project to satisfy INDOT and federal audit procedures.
- Agreement between the State and Local initiating agency must first be executed to accomplish this.
- Expenditures made prior to a funding award may not be eligible for re-imbursement or considered for match.

<4> What monetary issues do the applicants need to consider?

This program is primarily a reimbursement program that follows rules established for federal and state highway programs and differs significantly from federal or state grant programs. A funding award under this program is *not* a grant, but one in which prior approved expenses are reimbursed. When a project is selected, a “*fixed*” or “*capped*” amount is reserved for that project. The only way for this amount to increase is for the project to receive subsequent awards in following cycles. Any expenses beyond the Federal allocation are at the *Applicant's cost*.

Eligible Match

- This program does not allow Federal funds to be paid up front, as do other federal grant programs. *Please note: money expended prior to project approval cannot be reimbursed, and will not be counted as local match.* Acquisition of right-of-way by either purchase or donation should only be done after INDOT obligates funds.
- Federal highway program rules do not allow the use of other federal transportation funds to match federal transportation enhancement funds. State funds, local funds, private donations, and some non-transportation federal funds (etc.) may serve as an eligible match
- All cash match must come through the Local Public Agency (LPA). The LPA will enter into an agreement with INDOT delineating their responsibilities including the requirement to provide matching funds. The initiating agency will be required to provide their matching funds to INDOT shortly after the bids are accepted. INDOT will make construction progress payments as the project progresses and funds are expended.

Land Donations

- The fair market value of donations of needed right-of-way by private entities (property owners) may be used as part of the local match for federal funds. These donations must involve the transfer of real property interest from a private entity to an LPA or the non-profit project sponsor. All donors must be fully informed of their rights to be compensated. The use of private donations for matching funds must be approved in advance by INDOT prior to the application submittal by an LPA or metropolitan planning organization MPO. Federal considerations concerning right-of-way acquisition apply. Know these requirements before undertaking any right-of-way activities.

<5> How will the transportation enhancement program be managed?

INDOT will maintain and manage all aspects of the program. It will coordinate project selection and evaluation with the

appropriate agencies.

The INDOT Transportation Enhancement (TE) Committee evaluates and prioritizes applications. This Committee will prepare a list of recommended projects for consideration by INDOT's Commissioner. Approved projects will then be programmed into the INDOT production schedule and then into the Indiana Statewide Transportation Improvement Program (INSTIP). INDOT will also request that MPOs program into their TIPs those approved projects that are located inside their urbanized areas.

The TE Committee is based on a cooperative working arrangement involving the Indiana Department of Transportation (INDOT), the Metropolitan Planning Organizations (MPO), the Indiana Department of Natural Resources (IDNR), the Indiana Office of Tourism Development, the Indiana Office of Rural Affairs (IORA), the Association of Indiana Counties (AIC), and the Indiana Association of Cities and Towns (IACT).

In urban areas with a population over 50,000, the MPOs will play a primary role, which will include public involvement activities. All applicants with candidate enhancement projects in an urbanized area will send their completed applications, not to INDOT, but to the MPO. The MPO will then review the application and provide comments. If more than one application is received, the MPO will prioritize the applications and forward all the completed applications to INDOT. Outside of the urbanized areas, INDOT will directly receive projects submitted by local governments and qualified agencies.

<6> Who can apply?

All projects must be endorsed by a state agency or Local Public Agency (LPA), i.e., a unit of government with the authority to levy taxes. In all rural areas, the highest local elected official having jurisdiction and responsibility for project implementation must endorse projects. In addition, projects inside an MPO study area must be endorsed by the MPO having jurisdiction and included in their Transportation Improvement Plan (TIP). The MPO within Indiana's urbanized areas are shown in the Attachments. The highest local elected official of each jurisdiction must approve multi-jurisdictional projects.

State agencies can also propose and develop their own enhancement projects, either as part of the Indiana Statewide Transportation Improvement Program (INSTIP) or as independent projects. These projects will be coordinated with affected state agencies and MPOs and compete on an equal footing with applications from local agencies.

Federal legislation and the State of Indiana encourages the participation of citizen groups and not-for-profit corporations interested in enhancement projects, however please note all applications still require an LPA endorsement.

<7> Application Process

All applications shall include the following (using the current form available from web site):

1. Completed INDOT Transportation Enhancement Application Form and all applicable category application pages that apply. Please keep application brief and to the point, not to exceed 35 pages. Limit each application to one project.
2. Include additional information pages, maps, pictures, letters of commitment/public support, etc. Also submit a detailed budget for your total project with itemized cost estimate, remembering the \$1,000,000 upper limit for federal funds and phase your projects accordingly.
3. The signature page must be signed by the highest local elected official and, if applicable, the MPO.
4. Five paper copies and one electronic file (not to exceed 5MB in size) of each application are required.
5. Re-submissions for future cycles will be accepted; however, the application must be updated and needs to observe the latest guidance and requirements. You must show progress on previously awarded projects if seeking additional funding.
6. Here is a bulleted list of six suggestions when submitting an application for TE reimbursement.
 - Matches showing more than 20% are looked upon favorably.
 - Phase projects to accommodate \$1,000,000 maximum award.

- Stay within the guidelines of the application. Do not exceed word or page limitations. Do not leave any applicable areas blank.
- Public interest and support are required and must be illustrated.
- Select the most applicable category as it applies to your project. Selecting the wrong category(ies) could result in the wrong committee members reviewing your application and thus, scoring them poorly.
- You must demonstrate a relationship between your project and surface transportation.

<8> What are the Criteria for TE projects?

Pedestrian/Bicycle Facilities

Bicycle and pedestrian facilities include a variety of non-motorized transportation projects available to the general public. These projects must not be limited to recreational only facilities. Projects in this category must connect to more than one location, such as a residential, a school or work center. Any projects meeting these basic requirements can be considered. Projects exhibiting one or more of the following characteristics will be assigned higher priority than similar projects without these key features:

- Viable transportation alternatives capable of relieving congestion and/or improving air quality, especially projects supportive of multi-modal transportation.
- Projects requesting funding to acquire land for bicycle/pedestrian facilities.
- Multi-jurisdictional projects.
- Projects that join or extend an existing bicycle/pedestrian facility.
- Contributes to a local or state bicycle/pedestrian system identified in plans adopted by the appropriate governing entity.
- Multi-use facilities accommodating more than one group (i.e. hikers, walkers, runners, bicyclists of all types, cross-country skiers, skaters, horse riders, the physically challenged, families, the elderly, etc.), especially facilities serving utilitarian and recreational travel needs. Typically, such facilities are more than 10 feet wide.
- Projects that include support facilities to enhance pedestrian/bicycle travel, such as rest rooms, drinking fountains, picnic shelters and bicycle racks.
- Applicants that have not received Transportation Enhancement funds for bicycle/pedestrian facilities in the past.

Proposed projects should **not** seek to establish at grade pedestrian crossings of active railroad lines. If a project does require an at grade crossing, the applicant should be prepared to discuss what action it will take to ensure the safety of pedestrians as well as the railroad that would be affected. Under **Indiana Code 8-6-1-7**, an entity that plans to establish a public grade crossing **must petition and receive approval** from INDOT before a crossing can be established.

Safety and Educational Activities for Bicyclists and/or Pedestrians

Eligible activities under this category include events and materials that promote increased safety of non-motorized travelers. School-aged children are especially targeted for safety materials. Events include but are not limited to bicycle rodeos, safe crossing initiatives, and expenses associated with hosting conferences specifically addressing pedestrian and bicycling safety. Registration and travel expenses for attending conferences are not eligible under this category. Events must be accessible to the general public and materials must be available free to the public.

Acquisition of Easements for Scenic or Historic sites

- Includes the use of funds for the purchase, transfer, or trade of property interest or real property (land) which has significant aesthetic, natural, visual or open space values. Use of funds is limited to lands and property listed in or eligible to be listed: the National Register of Historic Places, Indiana Register of Historic sites and structures, the National Natural

Landmarks Registry, or the Indiana Natural Areas Registry.

- Acquisition activities should reinforce scenic or historic highway programs, state and local tourism effort, historic preservation efforts or efforts to conserve natural resources.
- In all instances, an appropriate state or local not-for-profit entity should be identified to hold title to the ownership interest, which is being acquired. For example, title to a scenic easement might be given to the Department of Natural Resources, a county parks department or a not for profit group such as the Natural Lands Trust or Historic Landmarks Foundation. The significant physical features of any property interest that is acquired can be protected through the use of protective covenants, deed restrictions, easements, purchase of development rights and/or ownership.
- Funds may be used for transaction costs of land acquisition including appraisals, surveys, legal costs, or purchase costs. Easements shall remain in perpetuity. Any organization that acquires an interest in property shall have the resources to monitor and/or enforce appropriate mechanisms to preserve the scenic or historic interests that are acquired. The State of Indiana shall have a remainder interest should the holder of an easement cease to exist for any reason.

Scenic or Historic Highway Programs

Currently, Indiana has two nationally designated scenic byways the Ohio River Scenic Byway and the Historic National Road, and one state byway, Indiana's Historic Pathways. The more significant a route is on an international, national and state level, the more likely it is the route will receive national designation status and consideration for TE funds. A separate process exists for designating scenic byways in Indiana.

Some routes in Indiana carry designations other than scenic byway, such as memorial highways, heritage routes, historical trails, etc. Though these routes are eligible for TE funding under this category of improvements, priority will be given to projects along designated scenic byways, particularly national scenic byways.

- A road or highway must display certain qualities in order to be designated as a scenic byway. It must be scenic, historical, recreational, natural, cultural, or archaeological in character. Many scenic byways feature more than one of these characteristics.
- Any location seeking funds under this category must have legal public access and strong local support.
- Projects along designated byways are preferred for funding under this category of TE projects in Indiana. A specific National Scenic Byway must be identified in connection with a proposed byway project to be considered a priority. Evidence of endorsement by the byway should be provided with the TE application.
- Projects along alternate routes or duplicate routes would not be considered scenic byway projects for the purposes of TE funding.
- Projects that enhance pedestrian or bicycle travel along the scenic byway, memorial highway, heritage route or historic trail would be eligible for TE funding under this category.
- Tourist information and welcome centers specifically associated with the designated scenic byway and developed to enhance travel along the scenic byway will receive priority for Transportation Enhancement funding. Tourist information and welcome centers along other types of routes are also eligible for TE funding.

Landscaping and other Scenic Beautification

Landscape projects that enhance the aesthetic or ecological resources along, or at points of access to, transportation facilities and corridors.

- Projects must be part of a comprehensive strategy for the area in which the improvement will be made. Projects should significantly advance state and local tourism, recreation, or community development efforts.
- A proposed landscaping effort should be comprehensive in nature and applicants must demonstrate local long-term capacity

to maintain and/or operate any improvements.

- Funds will not be used for routine or incidental maintenance or erosion control activities.

Historic Preservation

These projects must involve properties listed in or eligible for listing in the National Register of Historic Places in order to qualify for funding. Prior to submitting an application for enhancement funding, please contact the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology if a determination of eligibility is needed. Please provide evidence of National Register eligibility with the application.

- Projects that involve mitigation required by federal law are not eligible for funding. Historic preservation projects may include the rehabilitation, preservation, restoration, stabilization, or acquisition of any historic building or object. All project work must meet the Secretary of the Interior's "*Standards for Historic Preservation Projects*".
- Projects in this category should feature resource interpretation. The objective of these projects should be to improve the ability of the public to appreciate the historic significance of the properties involved.
- Projects in this category meeting both of the following criteria will be given particular consideration.
 - (A) Transportation-related historic properties.
 - (B) National or statewide historical or architectural significance.

Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities (including historic railroad facilities and canals)

Below are key definitions used in this category of projects.

- "Historic Transportation Buildings" are those associated with the use, construction, or maintenance of any mode of surface transportation, and listed or eligible for listing in the National Register of Historic places.
- "Historic transportation structures and facilities" include tunnels, bridges, trestles, embankments, rails or other non-operational vehicles, canals, viaducts, towpaths, and locks, stations, and other manmade surface transportation features. All such structures and facilities must be listed in or be eligible for the National Register of Historic Places.
- "Rehabilitation" means returning a property to a contemporary use while preserving the significant historic features of that property.
- "Operation" means providing access and service in a manner that continues a contemporary transportation or non-transportation use and is consistent with the historic character of the property and open to the public.

Projects that include mitigation required by federal law are not eligible for funding. Otherwise, the work must meet the Secretary of the Interior's "*Standards for Rehabilitation*".

The following types of projects will be given particular consideration.

- Railroad depots and railroad facilities (including interurban)
- Covered bridges
- Iron truss bridges
- Early 20th Century concrete and masonry bridges, bus depots
- Lighthouses
- Ferries and historic ships or vessels in Indiana waterways

Preservation of Abandoned Railway Corridors

Abandoned railroad rights-of-way are a unique and valuable resource because they transcend political and private property boundaries and provide unparalleled transportation and recreation opportunities. The Indiana Department of Transportation assigns the highest priority to activities that preserve abandoned railroad corridors. All projects must involve right-of-way acquisition. Project initiators must intend to provide for use by the general public. Any projects meeting these basic requirements can be considered.

Projects exhibiting one or more of the following characteristics will be assigned higher priority than similar projects without these key features:

- Non-motorized transportation uses
- Continuous project and over 5 miles long
- Contributes to a local or state bicycle/pedestrian system
- Project joins or extends an existing bicycle/pedestrian facility

Proposed projects should **not** seek to establish a pedestrian public grade crossing at points where the project crosses an active rail line. If a project does require the establishment of a grade crossing, the applicant should be prepared to discuss what action it would take to ensure the safety of pedestrians as well as the railroad, which would be affected. Under **Indiana Code 8-6-1-7**, an entity that plans to establish a public grade crossing **must petition and receive approval** from INDOT before a crossing can be established. Railroads have actively objected to creating such crossings.

Control and Removal of Outdoor Advertising

Priority will be given to the removal of outdoor advertising signs, displays, and devices on designated scenic byways or in areas where local or state laws or ordinances ban new billboards, and/or in conjunction with other transportation enhancement projects.

Archaeological Planning and Research

"Archaeological planning and research" includes:

- Research on sites eligible for transportation enhancement funds
- Experimental projects in archaeological site preservation and interpretation
- Plans to improve identification, evaluation, and treatment of archaeological sites
- Problem-oriented syntheses, using data derived from (though not limited to) transportation-related archaeological projects
- Development of national and regional research to guide future surveys, data recovery and synthetic research
- Projects having similar purposes carried out in partnership with other federal, state, and local government agencies and non-governmental organizations.

Projects that include mitigation required by federal law are not eligible for TE funding.

Projects that involve the following will receive particular consideration:

- Identification of prehistoric and historic archaeological sites in planned or future transportation rights-of-way.
- Identification of important archaeological sites along existing transportation routes.
- Interpretation of important archaeological sites along historic transportation routes as part of tourism.

Mitigation of Water Pollution due to Highway Runoff and Reduced Wildlife Mortality

This category is for facilities and programs that minimize pollution from transportation facility storm water runoff in environmentally sound ways beyond the current requirements and procedures for such mitigation. Projects that demonstrate aesthetic and ecological mitigation methods and that enhance recharge will be considered. This category of Enhancement

improvements can also fund facilities that reduce wildlife injuries and fatalities due to vehicle traffic. It is important that these facilities help maintain or improve habitat connectivity.

Establishment of Transportation Museums

Museums designed to commemorate surface transportation are eligible for funding through the Transportation Enhancement Program. This category can be used to fund a new museum facility, add on a transportation wing to an existing facility, or convert an existing building. Purchase of artifacts necessary for the creation and operation of the facility are eligible. TE funds are not intended to reconstruct, refurbish, or rehabilitate existing museums or portions of museums that are not for transportation purposes. All buildings must be ADA compliant and the museum must be open to the public and have at least 1 full-time professional employee.

<9> How will potential projects be selected for funding?

INDOT will receive and review all projects submitted with the assistance of the Transportation Enhancement (TE) oversight committee. The TE committee will submit their recommendations to INDOT, which will review and develop the overall project list, based on available funding and merit according to established selection criteria. General project acceptability is improved where the following suggestions are observed by project applicants.

- The local public agency is funding more than the required 20% match.
- The local public agency is initiating early coordination with appropriate agencies in preparation for the environmental documents. After funding approval, a scope of work meeting is scheduled with INDOT's local transportation section to discuss project details. The environmental document can be subsequently submitted and approved.
- The local public agency is aware and has taken into consideration the fact that there is a funding risk if the project is not approved for funding.
- There is urgency due to imminent danger to the resource in question.
- The project has support from other existing plans (comprehensive plans, land use plans, state or local trail plans, cultural or historic preservation plans, community-economic or tourism development plans, etc.).
- The level of public participation has been and remains high throughout the life of the project.
- There is a viable strategy and specific funding for long-term maintenance.

After endorsement by the TE committee, the Commissioner of the Indiana Department of Transportation and the Office of the Governor of Indiana will determine final approval.

All approved transportation enhancement projects will be listed in the Indiana Statewide Transportation Improvement Program (INSTIP). Once again, all projects located within an urban area over 50,000 will have to be entered in the MPO's TIP. The total cost of programmed projects in any fiscal year cannot exceed the obligation authority for that year.

<10> What is the development time for a typical TE project?

- 1) Environmental, Preliminary Plans, Field Check, 55% Complete, **12 Months**
- 2) Public Hearing, 70% Complete, **16 Months**
- 3) Final Plans, R/W Clear 90% Complete, **20 Months**
- 4) Tracing/Contract Documents, **24 Months**

Total development time is usually 24-28 months. If by 24 months, a Scope-of-Work meeting has not occurred and the project is not demonstrating any progress, the funds available for the project may be rescinded and allocated to another project.

<11> Whom do I contact if I have a question about the overall guidelines?

Local Federal-Aid Programs
Jeanette Wilson, Manager
Indiana Department of Transportation
100 North Senate Ave., Room N925
Indianapolis, IN 46204
Phone: 317-232-5496 FAX: 317-232-1499 E-MAIL: jwilson@indot.in.gov

<12>To whom do I send five paper and one electronic copies of the completed application if I am not in an MPO area?

Indiana Department of Transportation
Local Federal-Aid Programs
Jeanette Wilson, Manager
100 North Senate Avenue, Room N925
Indianapolis, Indiana 46204-2218
Phone (317) 232-5496
Fax (317) 232-1499

<13> To whom do I send a completed application if the project is inside an MPO area?

All applications being submitted from an area covered by a MPO must submit the application through the appropriate MPO. This is required as the MPO is the Transportation planning Authority in the region and is responsible for maintaining the planning documents. Your project must be listed in the transportation plan to get federal approval. If it does not get federal approval, it cannot proceed, and the funds maybe withdrawn.

Please contact the following [Metropolitan Planning Organization](#) appropriate for your location:

ANDERSON (MCCOG)

Jerrold Bridges, Executive Director; Pete Mitchell, Chief Transportation Planner
Madison County Council of Governments
County Government Center
16 East 9th Street, Room 100
Anderson, IN 46016
(765) 641-9482 FAX: (765) 641-9486
E-mail: jbridges@mccog.net
Website: www.mccog.net
Urbanized area: Anderson, IN; Counties: MADISON, Parts of DELAWARE, HANCOCK, HAMILTON

BLOOMINGTON (BATS)

Tom Micuda, Planning Director; Josh Desmond, Assistant Director;
Patrick Martin, Senior Transportation Planner
City of Bloomington Area Planning Department
P.O. Box 100
Bloomington, IN 47402-0100
(812) 349-3423 FAX: (812) 349-3535
E-mail address: micudata@bloomington.in.gov
Website: www.bloomington.in.gov/planning
Urbanized area: Bloomington, IN; County: MONROE

COLUMBUS (CAMPO)

Kent Anderson, Director
Columbus Area Metropolitan Planning Organization
123 Washington Street
Columbus, IN 47201
(812) 376-2502 FAX: (812) 376-2643
E-mail address: kanderson@campo.in.gov
Website: www.campo.in.gov
Urbanized area: Columbus, IN; County: BARTHOLOMEW, Blue River Township
in Johnson County, and Jackson Township in Shelby County

EVANSVILLE (EUTS)

Brad Mills, Executive Director, Seyed Shokouhzadeh, Chief Transportation Planner
Evansville Urban Transportation Study
1 Northwest Martin Luther King Boulevard.
Civic Center Complex, Room 316
Evansville, IN 47708
(812) 436-7833 FAX: (812) 436-7834
E-mail: bmills@eutsmpo.com; sshokouhzadeh@eutsmpo.com
Website: www.eutsmpo.com
Urbanized area: Evansville, IN-KY; IN Counties: GIBSON, POSEY, VANDERBURGH, WARRICK

FORT WAYNE (NIRCC)

Dan Avery, Executive Director
Northeastern Indiana Regional Coordinating Council
Room 630 City-County Building
1 Main Street
Fort Wayne, IN 46802
(260) 449-7309 FAX: (260) 449-7682
E-mail: dan.avery@co.allen.in.us
Website: www.acdps.org
Urbanized area: Fort Wayne, IN; Counties: ADAMS, ALLEN, DE KALB, WELLS

INDIANAPOLIS (IMPO)

Mike Dearing, Manager; Philip Roth, Assistant Manager
Indianapolis Metropolitan Planning Organization
Suite 1821, City County Building
200 East Washington Street
Indianapolis, IN 46204-3310
Dearing - (317) 327-5139 E-mail: mdearing@indygov.org
Roth - (317) 327-5149 E-mail: proth@indygov.org
FAX: (317) 327-5103
Website: www.indygov.org/indympo
Urbanized area: Indianapolis, IN; Counties: BOONE, HAMILTON, HANCOCK,
HENDRICKS, JOHNSON, MARION, MORGAN, SHELBY

KOKOMO (KHCGCC)

Larry Ives, Director; Gene Ferguson, Transportation Planner
Kokomo and Howard County Governmental Coordinating Council
120 E. Mulberry Street, Suite 116
Kokomo, IN 46901
(765) 456-2336 FAX: (765) 456-2339
E-mail: khcgcc@aol.com

Website: www.kokomompo.com
Kokomo and Howard County Governmental Coordinating Council

LAFAYETTE (TCAPC)

Sallie Dell Fahey, Executive Director
Area Plan Commission of Tippecanoe County
20 North Third Street
Lafayette, IN 47901-1209
(765) 423-9242 FAX: (765) 423-9154
E-mail: sfahey@tippecanoe.in.gov Website: www.county.tippecanoe.in.gov/apc/
Urbanized area: Lafayette, IN; County: TIPPECANOE

LOUISVILLE (KIPDA)

Jack Scriber, Executive Director; Harold Tull, Transportation Director;
Mary Lou Hauber, Transportation Planner
Kentuckiana Regional Planning and Development Agency
11520 Commonwealth Drive
Louisville, KY 40299
(502) 266-6084 FAX: (502) 266-5047
E-mail: jack.scriber@ky.gov; harold.tull@ky.gov; marylou.hauber@ky.gov ;
Website: www.kipda.org

Urbanized area: Louisville, IN-KY; IN Counties: CLARK, FLOYD

MUNCIE (DMMPC)

Marta Moody, Executive Director; Hugh Smith, Principal Transportation Planner
Delaware-Muncie Metropolitan Plan Commission
Delaware County Building, Room 206
100 West Main Street
Muncie, IN 47305-2827
(765) 747-7740 FAX: (765) 747-7744
E-mail: mmoody@co.delaware.in.us ; hsmith@co.delaware.in.us
Website: www.co.delaware.in.us/departments/plancommission2
Urbanized area: Muncie, IN; County: DELAWARE

NORTHWEST (NIRPC)

John A. Swanson, Executive Director; Ken Dallmeyer, Director of Transportation Planning; Steve Strains, Director of Transportation Development
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage, IN 46368-6409
(219) 763-6060 FAX: (219) 762-1653
E-mail: jswanson@nirpc.org; sstrains@nirpc.org; kdallmeyer@nirpc.org
Website: www.nirpc.org
Urbanized areas: Chicago, IL-IN, Michigan City, IN-MI;
IN Counties: LAKE, LA PORTE, PORTER Northwestern Indiana Regional Planning Commission (NIRPC)

MICHIANA AREA COUNCIL OF GOVERNMENTS (MACOG)

Sandi Seanor, Executive Director
1120 County-City Building
227 West Jefferson Boulevard
South Bend, IN 46601
Phone 574-287-1829
Fax 574-287-1840
Email macogdir@macog.com

Website <http://www.macog.com>
<http://www.macoggis.com>

TERRE HAUTE (WCIEDD)

Merv Nolot, Executive Director; Tim Patrick, Chief Transportation Planner;
Jackie Mitchell, Transportation Planner
West Central Indiana Economic Development District, Inc.
1718 Wabash Avenue, P.O. Box 359
Terre Haute, IN 47808-0359
(812) 238-1561 FAX: (812) 238-1564
E-mail: mnolot@westcentralin.com; tpatrick@westcentralin.com; jmitchell@westcentralin.com
Website: www.westcentralin.com
Urbanized area: Terre Haute, IN; Counties: CLAY, PARKE, PUTNAM, SULLIVAN, VERMILION, VIGO

CINCINNATI (OKI)

Mark Policinski, Executive Director; Bob Koehler, Deputy Executive Director
Ohio-Kentucky-Indiana Regional Council of Governments
720 East Pete Rose Way, Suite 420
Cincinnati, OH 45202
(513) 621-6300 or (513) 621-7060 FAX: (513) 621-9325
E-mail: mpolicinski@oki.org; rkoehler@oki.org
Website: www.oki.org
Urbanized area: Cincinnati, OH-KY-IN; IN County: DEARBORN

<14> Who do I contact if I have a question about TE outside an MPO area?

Please consult the local assistance coordinators at INDOT district offices:

Crawfordsville District Area: Please call (765) 362-3700
Fort Wayne District Area: Please call (260) 484-9541
Greenfield District Area: Please call (317) 462-7751
LaPorte District Area: Please call (219) 362-6125
Seymour District Area: Please call (812) 522-5649
Vincennes District Area: Please call (812) 882-8330

If you have questions, please feel free to contact the local assistance coordinator or district development engineer at the district office near you. Here is the link to INDOT's District Web Page <http://www.in.gov/dot/div/traffic/districts/index.html> .

<15> If selected, what happens next?

After projects are selected and announced by the INDOT Commissioner/Governor, they need to be programmed into INDOT's Project Management System (SPMS). This process will assign the project a seven digit designation number (Des#), with the first two digits representing the year. Next a letter will be sent to the LPA (Mayor, Town President, and County Commissioner) notify them of the award. A letter will also be sent to the MPO if applicable. If the information for "Also Contact" has been completed a copy of the award letter will be sent to that address. This letter will state the Des#, the award amount, and instructions for contacting INDOT Local Federal-Aid Programs Manager Jeanette Wilson.

After contacting Local Assistance, a Scope of Work meeting will be scheduled to review your project, explain what costs are eligible as Match or Reimbursable Expenses, and explain the Milestones needed to complete your project.

- Select Qualified Consultant
- Scope of Work Meeting
- Environment Approval

- Preliminary Plan Development
- Field Check
- Public Hearing Requirements
- Right of Way (R/W) Acquisition
- Final Plans
- Tracings

<16> How do I acquire land for my project?

It is important that you contact INDOT before acquiring any land, as there are very specific procedures for acquiring land for state and federally funded projects. If anything is completed incorrectly, it could seriously affect your project. Please contact your nearest INDOT District for detailed information prior to land acquisition.